



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

The benefits of working for Veterans Affairs includes easy light rail access, an on-site exercise facility and knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Permanent, Full –Time

\$4,400.00-\$5,348.00 Monthly

Will Consider: Staff Services Analyst (\$2,817.00-\$4,446.00)

**Location: Department of Veterans Affairs
Farm and Home Division- Bond Finance
1227 O Street Sacramento, CA 95814**

Final File Date: Until Filled

***This position is pending hiring freeze exemption approval**

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

Duties and Responsibilities: (Duties will be commensurate upon classification selected)

Under direction of the Manager, Bond Finance Investment and Reporting Division, the Associate Governmental Program Analyst works independently in matters related to the Agency’s continuing program of issuing and maintaining debt obligations, investing the Agency’s funds and reporting.

- Provide analytical and technical assistance with respect to the ongoing management of outstanding debt including tax compliance requirements.
- Assist in the development, preparation and distribution of periodic reports and update factual information regarding various Agency bond related financial matters.

Permanent, Full –Time

\$4,400.00-\$5,348.00 Monthly

Duties and Responsibilities (cont): (Duties will be commensurate upon classification selected)

- Compile and disseminate financial and programmatic data for department's quantitative consultants for preparation of consolidated cash flows and assists in the preparation of necessary cash flow projections and analyses as necessary.
- Coordinate the collection and distribution of necessary information to the Agency's quantitative consultant and legal counsel for the timely calculation of required arbitration rebate liability calculations and mortgage spread computations.
- Formulate and maintain computer files giving a complete history of bond redemptions. Working understanding of the complex bond resolution provisions regarding transfers of monies between accounts and the redemption of bonds, including call priorities and call protection by maturity.
- Provide analytical and technical assistance with respect to the sale of new debt obligations.
- Responsible for the accurate and timely preparation of the Agency's official instructions. Such work may include the preparation of tables and reports specific to the new issue, substantive review and proofreading of drafts of official bond documents, including preliminary and final official statements, resolutions of issuance, investment agreements, closing documents, preparation of internal procedural instructions for bond closings, including refunding, and preparation of budget and analysis for final cost of issuance.
- Prepare and distribute periodic reports that updates factual information regarding CalVet loan-related financial matters including, but not limited to, Internal Expense Reports; Annual Disclosure Reports; Pipeline Reports, Farm and Home Financial Reports, and Annual Audit Reports.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.jobs.ca.gov, to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 1227 "O" Street, Room 404, Sacramento, CA 95814, Attn: Rashida Parker – M80 #038 11/12 To expedite recruitment efforts, please attach a copy of your eligibility/exam results to your application.** All State applications must be postmarked no later than the final filing date.

Note: In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #831-453-5393-803.

Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Rashida Parker, Human Resources Office, at (916) 653-2209. TDD: (916) 653-1966.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 831-453-5393-803 RELEASED: 9.07.11